

**MINUTES OF MEETING
SOUTHINGTON HOUSING AUTHORITY BOARD OF COMMISSIONERS
December 22, 2009**

ANNUAL ORGANIZATIONAL MEETING

The meeting was held in the Community Hall at 43 Academy Street, Southington, Connecticut, on Tuesday, December 22, 2009. The meeting was called to order by Stephen L. Palmieri, Executive Director at 7:05 p.m. Present at the meeting were Commissioners Dennis Conroy, David DellaVecchia, Helen M. Locks, Agnes Bart, and Ryan T. Cayer. Also present were Stephen L. Palmieri, Executive Director.

A. ELECTION OF CHAIRPERSON

Nominations were opened for the position of Chairperson for the ensuing year. Commissioner DellaVecchia placed in nomination the name of Dennis Conroy, which was seconded by Commissioner Cayer. There were no other nominations for the office of Chairperson. **Upon unanimous vote, Dennis Conroy was elected Chairperson.**

Chairman Conroy chaired the remainder of the meeting.

B. ELECTION OF VICE CHAIRPERSON

Commissioner Cayer placed in nomination the name of David A. DellaVecchia, which was seconded by Commissioner Locks. There were no other nominations for the office of Vice Chairperson. **Upon unanimous vote, David A. DellaVecchia was elected Vice Chairperson.**

C. ELECTION OF SECRETARY

Commissioner Locks placed in nomination the name of Agnes Bart, which was seconded by Commissioner Cayer. There were no other nominations for the office of Secretary. **Upon unanimous vote, Agnes Bart was elected Secretary.**

D. ELECTION OF TREASURER

Commissioner DellaVecchia placed in nomination the name of Helen M. Locks, which was seconded by Commissioner Cayer. There were no other nominations for the office of Treasurer. **Upon unanimous vote, Helen M. Locks was elected Treasurer.**

E. ELECTION OF ASSISTANT TREASURER

Commissioner Locks placed in nomination the name of Ryan T. Cayer, which was seconded by Commissioner Bart. There were no other nominations for the office of Assistant Treasurer. **Upon unanimous vote, Ryan T. Cayer was elected Assistant Treasurer.**

Upon motion duly made, the Annual Meeting was adjourned at 7:09 p.m.

**Stephen L. Palmieri
Recording Secretary**

REGULAR MEETING

CALL TO ORDER:

Chairman Conroy called the regular meeting to order at 7:09 p.m. Those in attendance at the Annual Meeting remained for the regular meeting.

PUBLIC COMMUNICATION:

There were no public communications.

COMMUNICATION: None

VACANCIES: Apartment 41 Zdunczyk Terrace (occupancy 1/1/10)
Apartment 50 Zdunczyk Terrace (occupancy 1/1/10)

APPROVAL OF NOVEMBER 24, 2009 REGULAR MEETING MINUTES

Motion was made by Commissioner Cayer, seconded by Commissioner Bart, and unanimously carried to approve the minutes of the November 24, 2009 regular meeting, as presented.

APPROVAL OF ACCOUNTS PAYABLE FOR DECEMBER 2009

Commissioners reviewed the accounts payable.

Motion was made by Commissioner DellaVecchia, seconded by Commissioner Cayer, and unanimously carried to accept the accounts payable for the month of December, 2009.

OLD BUSINESS:

1. Lincoln-Lewis Terrace Fire Alarm

The Southington Fire Department requested the Authority to update the fire alarm system at Lincoln-Lewis Terrace to a Digital Dialer System. The fire alarm panel in use at this time is 24 years old and uses a Two-wire dedicated alarm circuit. The new system would use two existing phone lines already in service (office phones or fax line).

Mr. Palmieri reported meeting with Hartford Fire Protection Services, Inc., (William J. Pfeiffer) on October 15, 2009. The company recommends updating the building's original fire alarm system. The quote replaces the building original fire alarm system and all connected components. The new addition fire panel will remain along with all its components. **Quote \$14,300.00**

I met with Maximum Security (Ralph J. Campochiaro). The Southington Fire Department recommended contacting Maximum Security for a quote. The company services the majority of town buildings and schools. Ralph stated the panel and detectors installed with the new elevator addition is a proprietary system. Only authorized installation and service companies can add or do repairs to the system. Ralph recommends the best cost effective way is to hire Fire Systems Inc. the company that installed the elevator addition fire alarm panel and have them change the monitoring from the original fire alarm panel to the new elevator addition fire alarm panel. Next year we will need to go with the same company to replace the buildings original smoke/heat detectors, pull stations and other components. They will be the only company to service our fire alarm system.

I requested a quote from Maximum Security to replace the complete system, both fire alarm panels and all components. **Quote \$10,840.00**

I met with Fire Systems Inc., (Bill Palko). I requested one quote to switch monitoring from the original fire alarm panel to the new addition fire alarm panel and one quote to include replacing the original systems smoke/heat detectors pull stations and other components.

Change the monitoring from the original fire alarm panel to the elevator addition fire alarm panel.

Quote \$6,200.00

Change the monitoring from the original fire alarm panel to the elevator addition fire alarm panel and replace the original building system smoke/heat detectors, pull stations and other components.

Quote \$11,600.00

After a short discussion,

Motion was made by Commissioner DellaVecchia, seconded by Commissioner Cayer, and unanimously carried, to award the Lincoln-Lewis Terrace Fire Alarm System Update to Maximum Sound & Security for the sum of \$10,840.00.

2. Capital Improvements 5-Year Plan

Mr. Palmieri presented the five-year plan. A discussion took place about the decline in investment-banking interest rates affecting the Authority's annual contributions to the capital improvements plan. With the 2009 budget coming to a close I would like to have the accurate year ending figures before projecting the annual contributions in the years 2011-2014.

The Capital improvements for 2009 included:

Lincoln-Lewis Terrace: Final contributions for CDBG new elevator addition - \$16,809.80

Lincoln-Lewis Terrace: Reclamation of parking lot - \$43,100.00

Lincoln-Lewis Terrace: Master antenna upgrade - \$1,531.00

Pulaski Terrace: Two apartments bathtub/shower upgrades - \$6,600.00

DiCaprio-Forgione Terrace: Reroofing-flat roofs - \$115,933.28

Replaced 15 Ranges - \$4,785.00

Replaced 2 Hot water tanks - \$876.00

2009 Capital Improvement Total - \$189,635.08

Planned Capital improvements for 2010 included;

Lincoln-Lewis Terrace:

Apartment entry door lever lock sets. (ADA Compliant) \$8,000.00

Updated fire alarm system. \$10,840.00

Zdunczyk Terrace:

Apartment entry door lever lock sets. (ADA Compliant) \$18,000.00

Pulaski Terrace:

Community Hall roof. \$15,000.00

Maintenance Equipment:

Replace 1993 Dump truck/Plow/Sander - \$43,000.00

Appliances, Hot Water Tanks, Fixtures, Flooring, ect.

\$10,000.00

Total Planned Capital Improvements - \$104,840.00

The Authority has flexibility to add, delete and shift improvements from year to year. After a short discussion on planned capitol improvements it was the consensus of the commissioners to revisit the 5-Year Capital Improvement Plan after the final budget numbers are in for the year ending 2009.

NEW BUSINESS:

1. Director Report

Truck Replacement

Mr. Palmieri reported the Authority's procurement policy for purchases totaling \$1,000 to \$100,000.00:

Proposals for expenditures in excess of \$1,000 must be obtained in writing.

The Housing Authority shall obtain at least three (3) quotes.

Chairman Conroy suggested placing a legal notice in one local newspaper to solicit requests for proposals.

Elevator Service Contract Lincoln-Lewis Terrace

Mr. Palmieri reported on the concerns commissioners stated at the November Meeting on modernization of the original elevator. Clarification on what to expect if a hydraulic cylinder failure occurs. The hydraulic cylinder has a double bulkhead. Should the first bulkhead fail the second bulkhead will keep the car from descending rapidly. With a first bulkhead failure the volume of hydraulic fluid in the reservoir would drop, alerting the service technician of the problem. If the side of the cylinder develops a hole, the elevator would drop to the level of the hole.

Proposal to replace the hydraulic cylinder \$28,960.00.

Proposal for Car Modernization \$43,568.

Total \$72,528

If both upgrades are preformed, the Authority will receive a slight discount. The Authority also will receive a discount on the maintenance service contract.

Otis Elevator Company has proposal a new service contract for the two Otis elevators at Lincoln-Lewis Terrace. The contract term is for five-years beginning on January 1, 2010 at \$575.00 per month. (Labor \$517.50 and Material \$57.50)

After a short discussion, Chairman Conroy requested wording inserted into the contract or a letter that states Otis will revisit the service contract when modernization of elevator #401195 is completed.

Motion was made by Commissioner DellaVecchia, seconded by Commissioner Locks, and unanimously carried, to approve the Otis Elevator Service Contract with the stipulation that states "If the Southington Housing Authority performs the upgrades to elevator #401195 specified in proposals "121609 cylinder & 121609MOD, the Southington Housing Authority will be eligible to receive a post-modernization maintenance reduction.

Lead Paint Survey

Mr. Palmieri informed the board of a lead base paint compliance survey requested by Connecticut Housing Finance Authority (CHFA). The Director will forward the survey to CHFA.

Communication Site Lease

A communication company offered the Authority a lease agreement proposal. They requested to lease approximately one-hundred (100) square feet of rooftop space at Lincoln-Lewis Terrace to operate a radio communications facility. After a short discussion, it was the consensus of the board due to the financial times with revenues from the Authority investment-banking interest declining (over 80% since January 2008) this could be a source of new revenue. The commissioners requested to have; the Authority's attorney review the terms of the lease and Mr. Palmieri to gather information from other parties who have enter into these types of agreements.

2. Tenant Commissioner's Report

Commissioner Bart reported a mattress being stored outside at Pulaski Terrace. Mr. Palmieri will have maintenance remove the item.

MISCELLANEOUS:

Chairman Conroy wished everyone in attendance Happy Holidays.

ADJOURNMENT:

There being no further business to come before the meeting, upon motion duly made, the meeting was adjourned at 7:58 p.m.

Stephen L. Palmieri
Recording Secretary